

COMMONWEALTH OF MASSACHUSETTS  
FY2006 GAAP REPORTING TRANSMITTAL  
DEPARTMENT/ORG:

Exhibit 1

TO: Financial Reporting and Analysis Bureau  
Office of the Comptroller  
One Ashburton Place - 9th Floor  
Boston, MA 02108

Attention: Cathy Hunter

Date  
Received  
by FRAB: \_\_\_\_\_

FROM: **Name:** CHIEF FISCAL OFFICER, Primary GAAP Liaison  
**Title:** C.F.O.  
**Telephone:** 727-XXXX

We enclose the following GAAP information as of June 30, 2006:

	Completed	Not Applicable	Verified by FRAB
Decentralized/multi-facility forms	_____	<u>X</u>	_____
Accounts Receivable:			
Accounts Receivable Report	<u>X</u>	_____	_____
Accounts Receivable Analysis Form (If over \$1.0 Million)	<u>X</u>	_____	_____
Method for Estimating Uncollectible and Deferred Revenue	<u>X</u>	_____	_____
Fixed Asset Disposals	<u>X</u>	_____	_____
Assets Held in Trust (N/A if less than \$500,000)	_____	<u>X</u>	_____
Materials and Supplies (N/A is less than \$500,000)	_____	<u>X</u>	_____
Other: _____	_____	<u>X</u>	_____
_____	_____	<u>X</u>	_____

PREPARED BY: <u>CHIEF FISCAL OFFICER</u>	DATE: <u>8/07/2006</u>
APPROVED BY: <u>DEPARTMENT HEAD</u>	DATE: <u>8/07/2006</u>

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RUN DATE: 07/10/06  
RUN TIME: 13:17  
CTRREPT

C O M M O N W E A L T H O F M A S S A C H U S E T T 3  
MMARS- MASSACHUSETTS MANAGEMENT ACCOUNTING AND REPORTING SYSTEM

REPORT PAGE: 220  
REPORT ID: NAR411WD  
FY 2006  
EXHIBIT 2

ACCOUNTS RECEIVABLE AND REVENUE REPORT BY DEPT  
THROUGH PERIOD 12 FY 2006 AS OF 07/09/2006

DEPT:

REV CAT	NAME	REV SRCE	NAME	FY2005 PRIOR YR REVENUE	FY2006 CURRENT YR REVENUE	ACCOUNTS RECEIVABLE AMOUNT	PENDING ACCOUNTS RECEIVABLE AMOUNT	UNCOLLECTIBLE	DEFERRED
FUND: 010									
02	ASSESS	4800	S/ASSESS PUI	1,499,220	1,132,335	0	_____	_____	_____
TOTAL FOR REV CATG: 02				1,499,220	1,132,335	0	_____	_____	_____
03	FED-G-REIMB	5200	FED OPERATIO	-0	-0	0	_____	_____	_____
TOTAL FOR REV CATG: 03				-0	-0	0	_____	_____	_____
04	DEPT	0500	FEES	8,035,544	5,685,363	807	_____	_____	_____
		0699	DEPOSIT-ACCT	-0	5,443	0	_____	_____	_____
		0701	MISC. FEES	13,547	12,167	0	_____	_____	_____
		2750	NSF CHARGE	117	15	165	_____	_____	_____
		3000	LICENSES	346,273	181,755	0	_____	_____	_____
		4025	RENTS-LEASES	64,000	64,000	0	_____	_____	_____
TOTAL FOR REV CATG: 04				8,459,483	5,948,745	972	_____	_____	_____
07	O-REV	6900	MISC	980	235	0	_____	_____	_____
TOTAL FOR REV CATG: 07				980	235	0	_____	_____	_____
TOTAL FOR FUND: 010				9,959,684	7,081,315	972	_____	_____	_____

COMMONWEALTH OF MASSACHUSETTS  
FY2006 ACCOUNTS RECEIVABLE ANALYSIS  
DEPARTMENT/ORG: XYZ STATE DEPT.

EXHIBIT 3

1. FUND 010 REVENUE SOURCE 0550 CONDITION # 1  
EXPLANATION:

***RATES INCREASED 40% EFFECTIVE JULY 1, 2005 AND CLIENTS INCREASED BY 25%. THE CLIENT INCREASE RESULTED FROM THE CLOSING OF A NEARBY PRIVATE FACILITY.***

2. FUND 010 REVENUE SOURCE 3129 CONDITION # 2  
EXPLANATION:

***THESE REVENUES ARE STRICTLY CASH BASIS FOR USER FEES. PAYMENT MUST BE RECEIVED BEFORE THE CUSTOMER IS ALLOWED TO USE DEPARTMENT FACILITIES.***

3. FUND 010 REVENUE SOURCE 0644 CONDITION # 3  
EXPLANATION:

***THE ACCOUNTS RECEIVABLE COLLECTION PROCESS IS LENGTHY FOR THIS REVENUE SOURCE CODE. IN ADDITION THE RECEIVABLE INCLUDES \$600,000 ESTIMATED UNCOLLECTIBLES.***

4. FUND 010 REVENUE SOURCE 0644 CONDITION # 4  
EXPLANATION:

***CUSTOMER XXX WITH \$300,000 RECEIVABLE RECENTLY DECLARED BANKRUPTCY. WE CONSIDER THIS RECEIVABLE TO BE UNCOLLECTIBLE. THE REMAINING \$300,000 ESTIMATED UNCOLLECTIBLES REPRESENTS 50% OF THIS DEPARTMENT'S RECEIVABLES WHICH ARE OVER 120 DAYS PAST DUE.***

ANALYSIS

CONDITIONS: #1-Change between FY2005 and FY2006 revenue is > 25% and \$10,000,000.  
#2-FY2006 revenue is > \$5,000,000 and there is no AR amount.  
#3-Receiveable is > \$2,500,000 and > 25% of FY2006 revenue.  
#4-Uncollectible is > \$500,000 and > 25% of the AR amount.  
#5-Deferred revenue is > \$500,000 and >25% of the AR amount.

All items meeting these conditions are addressed on AR Analysis Work page(s) \_\_\_\_\_ through \_\_\_\_\_

DEPARTMENT CONTACTS:

PREPARED BY: CHIEF FISCAL OFFICER DATE: 08/07/2006 TELEPHONE: 727-XXXX

APPROVED BY: DEPARTMENT HEAD DATE: 08/07/2006

COMMONWEALTH OF MASSACHUSETTS

EXHIBIT 4

FY 2006 METHODS FOR ESTIMATING UNCOLLECTIBLES AND DEFERRED REVENUE

DEPARTMENT/ORG: XYZ

UNCOLLECTIBLES ESTIMATION METHOD(S):

***50% OF ALL ACCOUNTS RECEIVABLE WHICH ARE 120 DAYS  
PAST DUE ARE CLASSIFIED AS UNCOLLECTIBLE.***

DEFERRED REVENUE ESTIMATION METHOD(S):

***DEPARTMENTAL - PER CONTRACT TERMS***

When different policies are used for different revenue source codes, each policy, and the funds and revenues source codes to which it applies, must be described.

DEPARTMENT CONTACTS:

PREPARED BY: CHIEF FISCAL OFFICER      DATE: 08/07/2006      TELEPHONE: 727-XXXX

APPROVED BY: DEPARTMENT HEAD      DATE: 08/07/2006

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COMMONWEALTH OF MASSACHUSETTS  
FY2006 ASSETS HELD IN TRUST  
DEPARTMENT/ORG: XYZ STATE DEPT.

EXHIBIT 5

DESCRIPTION	JUNE 30, 2005	ADDITIONS	DELETIONS	JUNE 30, 2006
1 <u>CLIENT ACCOUNTS</u>	<u>655,000</u>	<u>50,000</u>	<u>30,000</u>	<u>675,000</u>
2 <u>CANTEEN FUNDS</u>	<u>84,000</u>	<u>21,000</u>	<u>17,000</u>	<u>88,000</u>
3 <u>GIFT SHOP FUNDS</u>	<u>2,000</u>	<u>700</u>	<u>600</u>	<u>2,100</u>
4 <u>CLIENT SAVINGS BONDS</u>	<u>63,000</u>	<u>12,000</u>	<u>2,000</u>	<u>73,000</u>
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____
8 _____	_____	_____	_____	_____
9 _____	_____	_____	_____	_____
10 _____	_____	_____	_____	_____
TOTALS:	<u><u>804,000</u></u>	<u><u>83,700</u></u>	<u><u>49,600</u></u>	<u><u>838,100</u></u>
PRIOR YEAR TOTALS:	<u><u>1,404,000</u></u>	<u><u>600,000</u></u>	<u><u>1,200,000</u></u>	<u><u>804,000</u></u>

EXPLANATIONS FOR SIGNIFICANT DIFFERENCES IN TOTALS:

FY2006 deletions are \$1,150,400 less than last year due to the fact that two facilities closed and 15% of the clients were privatized last year. Clients at the closed facilities and the privatized patients withdrew their savings from the state department.

- CRITERIA:
1. FY2006's balance is \$500,000 greater or less than the FY2005 balance.
  2. FY2006 additions or deletions are more than \$1,000,000 and 25% greater or less than the corresponding amount reported in FY2005.

PREPARED BY CHIEF FISCAL OFFICER DATE: 08/07/2006 TELEPHONE: 727-XXXX

APPROVED BY DEPARTMENT HEAD DATE: 08/07/2006